

Material Receipt / Voucher



Department of Executive Services
**Finance & Business
Operations Division**

Vendor Name _____ Date _____

Limited Purchase: ☐ Yes
☐ No

Voucher

Accounting Flexfield

Line	Purchase Order Number	Invoice Date	Invoice Number	Amount	Fund	Cost Center	Account	Project	Phase	Sub Project	Grant	Bond Acct
1												
2												
3												
4												
5												
Total >												

Certification By Auditing Officer of King County

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against King County, and that I am authorized to authenticate and certify to said claim.

Signed _____
Auditing Officer

Date _____

Material Receipt

Item	Quantity Received	Unit	Description	Unit Price	Total Price	Location (Mail Stop) Used	Asset Review
							Tag #
							Signature
							Date
(Include Tax and Freight)					Total >		

I hereby certify that the materials above were received in good condition or, in case of services, that the completed work conforms to this order except as noted.

Received By _____

Date _____ Mail Stop _____

Phone Number (_____) _____



Certification of Payment: I hereby certify under penalty of perjury that this claim is a just, due and unpaid obligation against King County and I am authorized to certify said claim. The goods or services are determined fair and reasonable based on the following (as checked):

☐ Current price list ☐ Catalog price ☐ Advertisements

☐ Other (explain): _____

Approved By _____ Date _____

Phone Number (_____) _____ Mail Stop _____